Special Event Permit Process



City Code requires all permits be submitted 30 days prior to the event.

For large events, City staff recommends submitting your request more than 30 days in advance, to allow adequate review time.

Step

Contact Us

Special Events Coordinator City of Helena - Parking 406-447-8419

Our staff will help you identify the permits needed for your event and provide you with an event packet.

Step

Submit Materials

30 Days Prior to Event Submit all permits, deposits, and documentation. If you need to use City traffic control equipment, a \$500 deposit is due with your permits.

Step 3

City Review

City staff will review the event permit(s) for approval. If staff have questions or concerns, the event organizer will be contacted. Staff may schedule a **ZOOM** meeting during review.

Step

Approval

City staff will notify the event organizer if all permits have been approved. Timing of approval will depend on complexity of the event.

Event Checklist

- **Special Event Permit**
- **Proof of Insurance**
- Alcohol Permit (if applicable) *
- Noise Permit (if applicable) *
- Traffic Control Plan (if a street closure is anticipated)
- Police Request (if applicable)
- Walking Mall Parade Barricades (if applicable)
- Emergency Action Plan
- Garbage or Restroom Plan

* Permit Deadline - 30 Days Prior to Event

Step

14 Days Prior to Event If your need to use the City's traffic control equipment, contact Parking to make a reservation at least 14 days prior to the start of your event.

Reserve Equipment

Step

Event Walkthrough

48 Hours Prior to Event The event host is required to conduct an event walk through with City staff within 48 hours prior to the start of an event.